

WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION PY 2008-09 INSTRUCTIONS AND FORMS

The header for all forms shows that this is the Workforce Investment Act (WIA) local plan modification for Program Year (PY) 2008–09. Fill in the name of your Local Workforce Investment Area (LWIA, local area) on all forms. For the PY 2008–09 local plan, the effective date of April 1, 2008, (earliest date for the youth program) has been pre-entered, where appropriate.

Cover Page ([Form in MS Word](#))

Complete the cover page by entering the name of the local area, date submitted, and contact person's name and telephone number.

Table of Contents ([Form in MS Word](#))

Use the local plan table of contents to indicate which plan sections have been revised and their corresponding starting page number. (Note: Only those items that were not submitted with the initial plan and/or prior local plan modifications, items requiring changes, and a local area's involvement with the Integrated Service Delivery Local Learning Labs effort, must be included in the modification.)

Signature Page ([Form in MS Word](#))

Enter the name of your local area in the first paragraph. Since youth program funding is effective April 1, 2008, this date has been pre-entered as the beginning date. June 30, 2009, has been pre-entered as the ending date of the PY 2008–09 local plan. Obtain the appropriate signatures of the Local Workforce Investment Board Chair and the Chief Elected Official(s), or their officially designated alternates. (Note: Alternates must be designated by official action of their respective boards or by locally approved policy.) If you have more than one Chief Elected Official who must sign the local plan, add an additional signature page. Enter their respective names, titles, and the dates of signature.

Title IB Budget Plan Summaries

Title IB Budget Plan Summary (Adult or Dislocated Worker) ([Form in MS Excel](#))

Program Type: Use one page for adult and one page for dislocated worker. Check the appropriate box.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

Funding Identification:

- Line 2. Enter the allocation for the corresponding program type for the year of appropriation (YOA). Include both the July 1 and the October 1 WIA allocations.
- Line 3. Enter any adjustments to the allocation using the plus or minus format. Plus adjustments include reallocations (adult grant codes 203 and 204 and dislocated worker grant codes 503 and 504). Minus adjustments include recaptures, rescissions, and other involuntary deobligations.
- Line 4. Transfers of adult and dislocated worker funds are plus or minus, depending on the direction of the transfer.
- Adult funds – Minus amounts are under grant codes 299 and 200; plus amounts are under grant codes 499 and 500.
 - Dislocated worker funds – Minus amounts are under grant codes 499 and 500; plus amounts are under grant codes 200 and 299.
- For further information on transfers, see Workforce Services Draft Directive WSDD-13, dated July 10, 2008. (WSDD-13 was available for public comment until July 31, 2008. We will update this reference once the final directive has been released.)
- Line 5. Line 5 will auto-fill from amounts entered on lines 2 through 4. This must equal Line 8.

Total Allocation Cost Category Plan:

- Line 6. Provide a breakout of this amount by the program services listed in lines 6.A. through 6.E. Line 6.E. (other) includes activities that do not meet the definitions of the services listed in lines 6.A. through 6.D. and do not meet the definition of administration as stated in Title 20 Code of Federal Regulations (Title 20 CFR) Part 667, Subpart B. Line 6 will auto-fill from amounts entered on lines 6.A. through 6.E.
- Line 7. For grant codes 201, 202, 501, and 502, enter the amount of the funds in line 5 that will be spent on administration through the WIA administrative cost pool. (Note: Administrative costs cannot be charged against grant codes 203, 204, 503, and 504.) This can be no more than 10 percent of line 2 (check line 21 for compliance). Adult funds set aside for administration do not need to be spent on only the adult program, and dislocated worker funds set aside for administration do not need to be spent only on the dislocated worker program. The administration funds may be pooled and spent on WIA administrative needs as a whole.
- Line 8. Line 8 will auto-fill from amounts entered on lines 6 and 7. This must equal Line 5.

Quarterly Total Expenditure Plan:

Lines 9–20. Enter the planned quarterly expenditures, on a cumulative basis, for each quarter, starting with the beginning of the grant. The dates shown in Lines 9 through 20 are the ending month of each quarter.

Cost Compliance Plan:

Line 21. Line 21 will auto-fill from amounts entered on lines 5 and 7. This amount must be less than or equal to 10 percent.

Title IB Budget Plan Summary (Youth) ([Form in MS Excel](#))

Program Type: The appropriate box has been pre-checked.

Funding Identification:

Line 2. Enter the allocation for the corresponding program type for the YOA. Include both the April 1 and the July 1 WIA allocations, if applicable.

Line 3. Enter any adjustments to the allocation using the plus or minus format. Plus adjustments include reallocations (grant codes 303 and 304). Minus adjustments include recaptures, rescissions, and other involuntary deobligations.

Line 4. Line 4 will auto-fill from amounts entered on lines 2 and 3. This must equal Line 7.

Total Allocation Cost Category Plan:

Line 5. Provide a breakout of this amount by in school and out-of-school youth in lines 5.A. and 5.B. At least 30 percent of line 5 must be spent on activities for out-of-school youth (line 5.B.). Line 5 will auto-fill from amounts entered on lines 5.A. and 5.B.

Line 6. For grant codes 301 and 302, enter the amount of the funds from line 2 that will be spent on administration through the WIA administrative cost pool. (Note: Administrative costs cannot be charged against grant codes 303 and 304.) This can be no more than 10 percent of line 2 (check line 21 for compliance). Youth funds set aside for administration do not need to be spent on only the youth program. The administration funds may be pooled and spent on WIA administrative needs as a whole.

Line 7. Line 7 will auto-fill from amounts entered on lines 5 and 6. This must equal Line 4.

Quarterly Total Expenditure Plan:

Lines 8–20. Enter the planned quarterly expenditures, on a cumulative basis, for each quarter, starting with the beginning of the grant. The dates shown in lines 8 through 20 are the ending months of each quarter.

Cost Compliance Plan:

Line 21. Line 21 will auto-fill from amounts entered on lines 4 and 6. This amount must be less than or equal to 10 percent.

Title IB Participant Plan Summary ([Form in MS Excel](#))

Totals for PY 2008:

Line 1. Enter the number of registered participants carried in from PY 2007.

Line 2. Enter the number of new registered participants for PY 2008.

Line 3. Line 3 will auto-fill from amounts entered on lines 1 and 2. This will be the total number of registered participants for PY 2008.

Line 4. Enter the number of exiters for PY 2008.

Line 5. Line 5 will auto-fill from amounts entered on lines 3 and 4. This will be the number of registered participants carried out to PY 2009.

Program Services:

Lines 6–9. Enter the total number of adult and dislocated worker participants planned to receive each respective service funded by WIA. For example, if a registered adult received two different intensive services, both funded by WIA, that registered adult would be counted as one participant (not as two enrollments for intensive services). Please note: Line 6 is for nonregistered, universal access core services (also referred to as Core A), while line 7 is for registered, staff assisted core services (also referred to as Core B).

Youth Measures:

Line 10. Enter the number of out-of-school youth participants who will increase one or more educational functioning levels during PY 2008.

Line 11. Enter the number of youth participants, including planned exiters, who will attain a diploma, GED, or certificate during PY 2008.

Exit Status:

NOTE: Because one exiter may have up to three different exit status codes, no totals are required. However, any entry in lines 12 through 19 must be less than or equal to line 4.

Line 12. Enter the number of exiters planned to enter employment.

Line 12.A. Of those planned to enter employment (Line 12), enter the number planned to enter training-related employment (e.g., on-the-job training or customized training).

Line 13. Enter the estimated number of exiters that may remain with the layoff employer. Base this information on an analysis of your local area's past experience.

Line 14. Enter the planned number of exiters to enter military service.

Line 15. Enter the planned number of exiters to enter advanced training.

Line 16. Enter the planned number of exiters to enter postsecondary education.

Line 17. Enter the planned number of exiters to enter an apprenticeship program.

Line 18. Enter the planned number of exiters to return to secondary school. (The youth exited WIA services but was still attending secondary school at time of exit.)

Line 19. Enter the estimated number of exiters to exit for other reasons than those recorded on Lines 12 through 18.

Negotiated Levels of Performance ([Form in MS Word](#))

- The State negotiated levels of performance for *PYs 2005–06, 2006–07, 2007–08, and 2008–09* have been pre-entered.
- Enter your local area's negotiated levels of performance for *PYs 2005–06, 2006–07, and 2007–08*.

Local Area Grant Recipient Listing ([Form in MS Word](#))

Complete the grant recipient listing by entering the name of the local area, organization, contact person's name and title, mailing address, telephone and fax numbers, and e-mail address. Obtain the appropriate signature of the Chief Elected Official(s), or their officially designated alternates. (Note: Alternates must be designated by official action of their respective boards or by locally approved policy.) If you have more than one Chief Elected Official who must sign the local plan, add an additional signature page. Enter their respective names, titles, and the dates of signature.